

# Prelicensing/Continuing Education Program Course Approval Application

446-3 (Rev. 05/2004)

**Producer Licensing, Education Section**

320 CAPITOL MALL  
SACRAMENTO, CA 95814-4309  
Information (916) 492-3064  
[www.insurance.ca.gov](http://www.insurance.ca.gov)

[illegible]

\*Advertising and course materials must use this exact title. Courses based on another provider's material must be approved by that provider and must use same name.

**REQUIRED ATTACHMENT CHECKLIST\*:**

**A. For Contact Courses:**

1. \_\_\_\_ A detailed statement on how the course is relevant to insurance topics and insurance products.
2. \_\_\_\_ A detailed outline of approximately one page per hour of instruction including the time each topic is being presented.
3. \_\_\_\_ A copy of all materials presented to each student if a detailed outline is not submitted with application.
4. \_\_\_\_ An agenda showing the beginning and ending times, breaks, and time allotted for exams, if applicable.
5. \_\_\_\_ A completed Class Presentation Schedule form for each presentation.
6. \_\_\_\_ A current authorization letter from the author or publisher if using another vendor's source material as the basis for the course.

**\*For Prelicensing courses - to expedite the course approval process, submit a cross-reference to the California prelicensing curriculum and educational objectives with each line page-referenced to the source book(s) used.**

**\*For Statutory courses – to expedite the course approval process submit a cross-reference to the approved outline or training material with each line page-referenced to source book(s) used.**

**\*For Contact courses - the instructor outline or script must be cross referenced to the approved outline or training material.**

**B. For Non-Contact Courses:**

1. \_\_\_\_ A detailed statement on how the course is relevant to insurance topics and insurance products.
2. \_\_\_\_ Audio cassette, video tape, computer diskette, text book for the course or copy of the text cover, copyright page and table of contents if using another vendor's pre-approved material/book
3. \_\_\_\_ Internet courses must include your Internet address, security measures, log-on and password for our review of course(s). Answers to exam questions must reference section and screen for answer source.
4. \_\_\_\_ A final examination with the questions scrambled (not in chapter order).
5. \_\_\_\_ Answers to all exam questions with page and paragraph referencing to the source book(s) used.
6. \_\_\_\_ A current authorization letter from the author or publisher if using another vendor's source material.
7. \_\_\_\_ Copy of instruction sheet sent to students.

**CERTIFICATION:**

I certify under penalty of perjury that I have read and understand the information and requirements contained in this application, that all statements are true and nothing has been withheld which would influence a complete evaluation of this course.

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Original Signature of **Provider Director**

Date

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Printed Name of Provider Director

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PLEASE SEND THIS COMPLETED APPLICATION ALONG WITH THE PROPER ATTACHMENTS AND FILING FEE TO:

CALIFORNIA DEPARTMENT OF INSURANCE  
PRODUCER LICENSING BUREAU - EDUCATION SECTION  
320 CAPITOL MALL  
SACRAMENTO, CA 95814-4309

Filing fees:

\$32.00 per Continuing Education Course  
\$64.00 per Prelicense Education Course

Make check payable to: California Department of Insurance

Course applications must be received in this office at least 30 days prior to the first course presentation date. Course advertisements for pending courses must clearly state that the course has been submitted and is pending approval, if the course application is complete and submitted within the appropriate time frame.

EDUCATION SECTION INQUIRIES: (916) 492-3064